

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100048-4

REPORTS INVENTORY					CONTROL NO. DDS/OF-044	
PREPARE IN DUPLICATE						
1. TITLE OF REPORT (If a fill-in report include Form No.) Constructive Cost Factors for PCS Movements of Personal Property and Vehicles of Agency Personnel					2. TYPE OF REPORT	
					<input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL OTHER (specify)
		LOGISTICS		SECURITY		
		MEDICAL		<input checked="" type="checkbox"/> FINANCE		
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)			6. DISTRIBUTION (No. of components not number of copies)	
7		Annually			1	
7. FORMAT (memorandum, form computer print-out, etc) Memorandum		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT	
		YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO				
10. PREPARING COMPONENT (include lowest level contributing information to report) Central Travel Branch/C&L Div.				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)		
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
GS-12	\$7.51	1 1/2		\$11.26	1	\$11.26
GS-07	4.41	1		4.41	1	4.41
					\$15.67	
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR						\$ 15.67
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.						
To arrive at Cost Factors which represents the basis for computing reimbursements due [redacted] for transportation for Agency employees who are assigned overseas [redacted]						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE					ESTIMATED SAVINGS	
					MAN-HOURS	DOLLARS
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION

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CLASSIFICATION

(22-36-43)